

BNK CAPITAL MARKETS LIMITED

CIN: L34202WB1986PLC040542

Regd. Office: Duncan House, 31, Netaji Subhas Road, Kolkata – 700 001

Tel No: (033) 6625 1000/1500; TELEFAX: (033): 22306844;

E-mail:secretarial.qcml@rpsg.in; website: www.qcml.in

25/01/2022

Dear Shareholders,

Subject : Common and simplified norms for processing investor's service request by RTA and norms for furnishing PAN KYC details and Nomination

We wish to bring to your notice that Securities & Exchange Board of India (SEBI) vide its circular SEBI / HO / MIRSD / MIRSD_RTAMB / P / CIR / 2021 / 655 dated Nov 03,2021 has mandated furnishing of following documents by holders of physical securities.

01. PAN
02. Nomination details
03. Contact details (postal address with PIN, Mobile Number and E-mail address)
04. Bank Account details (Bank name and branch, bank account number, MICR, IFSC Code)
05. Specimen Signature

Since the aforesaid details with respect to the shares held by you in the Company are not present in the data base of our Registrars M/s CB Management Services (P) Ltd, please find enclosed the following forms notified by SEBI:

- a. Form ISR-1 (Request for registering Pan, KYC details or changes/up-dation thereof)
- b. Form ISR-2 (Confirmation of Signature of securities holder by the Banker)
- c. Form ISH-13 (Nomination form)
- d. Form ISR-3 (Declaration for opt-out)
- e. Form ISH-14 (Change in Nomination)

A copy of the said forms can also be downloaded from the website of the Company at <https://www.qcml.in>. While filing up the form please strike out the portion which are not applicable to you.

Please note that the PAN to be furnished by you should be linked with Aadhaar. In case the same is not so linked you are requested to do the same by March 31, 2022. In the event such linkage is not done within the specified date, then your PAN will be deemed to be invalid and consequently your folio will be treated in the same manner as applicable in case of folios for which no PAN has been furnished.

The aforesaid documents are stated above can be provided to our Registrars by any of the following mode:

- i. Through "In person Verification". In this case kindly bring the original documents along with copy thereof. The copy will be retained by the Registrars after proper verification.
- ii. Through hard copies which are self-attested with dated.
- iii. Through electronic mode with e-signature.

Kindly note that it has been made mandatory for shareholders holding physical shares to furnish PAN, KYC details and Nomination details to the Company or its RTA. In the event such details are not received by March 31,2023, concerned shares shall be frozen by RTA. Such frozen securities shall be referred by the Registrars or the Company to the administering authority under the Benami Transactions (Prohibitions) Act, 1988 and or Prevention of Money Laundering Act, 2002, if they continue to remain frozen as on December 31, 2025.

Please also note that the RTAs shall not process any service requests or complaints received from the holder(s) / claimant(s), till PAN, KYC and Nomination documents/details are received with effect from 1st January, 2022.

As such, you are kindly requested to take a note of the above and furnish the aforesaid documents at the earliest. We request the shareholders for getting their physical shares converted to demat at the earliest.

With regards,

Sd/-
Nitika Rathi
Company Secretary & Compliance Officer
PS : Contact details of RTA
C B Management Services Private Limited
P-22 Bondal Road, Kolkata West Bengal 700019
Telephone:(033) 2280-6692/93 Fax:(033) 2287-0263
Email: rta@cbmsl.com

Form ISR –1

(see SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

REQUEST FOR REGISTERING PAN, KYC DETAILS OR CHANGES / UPDATION THERE OF
[For Securities (Shares / Debentures / Bonds, etc.) of listed companies held in physical form]

Date: / /

A. I / We request you to Register/Change/ Update the following (Tick relevant box)

- | | |
|--|---|
| <input type="checkbox"/> PAN | <input type="checkbox"/> Postal Address |
| <input type="checkbox"/> Bank details | <input type="checkbox"/> E-mail address |
| <input type="checkbox"/> Signature | <input type="checkbox"/> Mobile number |
| <input type="checkbox"/> Demat Account details | |

B. Security Details:

| | | |
|---|-----------------------------|-----------|
| Name of the Issuer Company | BNK Capital Markets Limited | FolioNo.: |
| Name (s) of the Security holder (s) as per the Certificate (s) | 1. 2. 3. | |
| Number & of Face value securities | | |
| Distinctive number of securities | From | To |

C. I/We are submitting documents as per Table below(tick as relevant, refer to the instructions):

| | | |
|-------------------------------------|-----------------------------------|--------------------|
| <input checked="" type="checkbox"/> | Document /Information/ Details | Instruction/Remark |
|-------------------------------------|-----------------------------------|--------------------|

1. PAN of (all) the (joint) holder (s)

| | |
|---|--|
| PAN | |
| Whether it is Valid (linked to Aadhaar): | PAN shall be valid only if it is linked to Aadhaar by March 31,2022 |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | For Exemptions / Clarifications on PAN, please refer to Objection Memo in page 4 |

| | |
|---|--|
| 2. Demat Account Number | Also provide Client Master List (CML) of your Demat Account, provided by the Depository Participant. |
| 3. Proof of Address of the first holder | <p>Provide any one of the documents, only if there is change in the address;</p> <ul style="list-style-type: none"> • Client Master List (CML) of your Demat Account, provided by the Depository Participant • Valid Passport/ Ration Card/ Registered Lease or Sale Agreement of Residence/Driving License / Flat Maintenance bill. • Utility bills like Telephone Bill (only land line), Electricity bill or Gas bill -Not more than 3 months old. • Identity card / document with address, issued by any of the following : Central/State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions. • For FII / sub account, Power of Attorney given by FII / sub-account to the Custodians (which are duly notarized and / or apostilled or consularised) that gives the registered address should be taken. • The proof of address in the name of the spouse |
| 4 Bankdetails | <p>Provide the copy of the bank statement with details of bank name, branch, account number and IFS Code or copy of cheque leaf.</p> <p>Alternatively, Bank details available in the CML will be updated in the folio.</p> |
| 5 E-mail address | Alternatively, the e-mail address available in the CML will be updated in the folio |
| 6 Mobile | Alternatively, the e-mail address available in the CML will be updated in the folio |
| 7 Specimen Signature | <ul style="list-style-type: none"> • Provide banker's attestation of the signature of the holder(s) as per Form ISR – 2 in SEBI circular SEBI / HO / MIRSD / MIRSD_RTAMB / P / CIR / 2021 655 dated November 03, 2021) and • Original cancelled cheque |
| 8 Nomination** | <ul style="list-style-type: none"> • Providing Nomination: Please submit the duly filled up Nomination Form (SH-13) or 'Declaration to Opt out of Nomination' as per Form ISR–3, in SEBI circular SEBI /HO / MIRSD / MIRSD_RTAMB / P / CIR/2021/655 dated November 03, 2021 • Change in Existing Nomination : Please use Form SH-14 in SEBI circular SEBI/HO/ MIRSD / MIRSD_RTAMB / P / CIR / 2021 / 655 • Cancellation of Existing Nomination : Please use Form SH-14 and Forml SR–3 |

or any date as may be specified by the CBDT

**Nomination (Form SH-13 or SH-14) /Declaration to Opt - Out of nomination (Forml SR–3), has to furnished by the holder(s) separately for each listed company.

Mode of submission of documents to the RTA

Please use any one of the following mode;

1. In Person Verification (IPV) : by producing the originals to the authorized person of the RTA, who will retain copy (ies) of the document (s)
2. In hard copy : by furnishing self-attested photocopy (ies) of the relevant document, with date
3. Through e-mail address already registered with the RTA, with e-sign of scanned copies of documents
4. Service portal of the RTA with e-sign with scanned copies of documents, if the RTA is providing such facility

Note

- It is mandatory for holders of physical securities in listed company to furnish PAN, full KYC details (address proof, bank details, e-mail address, mobile number) and Nomination (for all the eligible folios).
- Upon receipt or up-dation of bank details, the RTA automatically, pay electronically, all the moneys of / payments to the holder that were previous unclaimed/unsuccessful.
- RTA shall update the folio with PAN, KYC details and Nominee, with in seven working days of its receipt. However, cancellation of nomination, shall take effect from the date on which this intimation is received by the company/RTA.
- RTA shall not insist on Affidavits or Attestation / Notarization or indemnity for registering / up-dating /changing PAN, KYC details and Nomination.

Authorization : I/We authorise you (RTA) to update the above PAN and KYC details in my /our folio(s), in which I/We are the holder(s) (strike off what is not applicable).

Declaration : All the above facts stated are true and correct.

| | Holder1 | Holder2 | Holder3 |
|-------------------|---------|---------|---------|
| Signature | ✓ | ✓ | ✓ |
| Name | ✓ | ✓ | ✓ |
| Fullpostaladdress | ✓ | | |
| PIN | ✓ | | |

(Page 4 is for information to investors; print out of the same is not needed.)

Objection Memo that can be raised by the RTA

(Only if the relevant document / details is / are not available in the folio or if there is a mismatch / discrepancy in the same or change there of)

Note

RTAs shall raise all objections, if any / at all, in one instance only; the RTA shall not raise further objections on the same issue again and again, after the holder/claimant furnishes all the prescribed documents and details, unless there is any deficiency / discrepancy in the same.

- | | | |
|---|---|--|
| 1 | PAN-Exceptions and Clarification | Exemptions / clarifications to PAN', as provided in claused to 'Instructions / Check List for Filing KYC Forms' in Annexure – 1 to SEBI circular No. MIRSD / SE / Cir-21/2011 dated October 05,2011 on Uniform Know Your Client (KYC) Requirements for the Securities Market,shall also applicable for holder(s)/ claimant(s) of securities held in physical mode. |
| 2 | Minor mismatch in Signature-minor | The RTA shall intimate the holder at the existing address, seeking objection, if any, within 15 days |
| 3 | Major mismatch in Signature or its non-availability with the RTA | <ul style="list-style-type: none">• Banker's at the station of the signature of the holder(s) as per Form ISR –2• Original cancelled cheque |
| 4 | Mismatch in Name | Furnish any one of the following documents, explaining the difference in names; <ul style="list-style-type: none">• Unique Identification Number (UID)(Aadhaar)• Valid Passport• Driving license• PAN card with photograph• Identity card / document with applicant's Photo, issued by any of the following: Central / State Government and its Departments, Statutory/Regulatory Authorities, Public Sector Undertakings, Scheduled Commercial Banks, Public Financial Institutions• Marriage certificate• Divorce decree |
| 5 | Present address of the holder is not matching with the address available in the folio | <p>RTA shall issue intimation to both the old and new addresses.</p> <p>If the letters sent to either the old and or new addresses is / are undelivered or if there is an objection in response to this letter, then provide anyone of the following;</p> <ul style="list-style-type: none">• any one of the documents in row 3 in Table C, reflecting the old address or• Counter foilo dividend warrant received from the company or• Bank statement showing the credit of previous dividend received <p>The above procedure will be applicable for request for change in address of the holder also</p> |

Form ISR-3

Declaration Form for Opting-out of Nomination by holders of physical securities in Listed Companies

(see SEBI circular No. SEBI/HO/MIRSD/MIRSD_RTAMB/P/CIR/2021/655 dated November 03, 2021 on Common and Simplified Norms for processing investor's service request by RTAs and norms for furnishing PAN, KYC details and Nomination)

[Under Section 72r/w Section 24 (1) (a) of Companies Act, 2013 r/w Section 11(1) and 11B of SEBI Act, 1992 and Clause C in Schedule VII and Regulation 101 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015]

Name of the Company : Registered Address of the Company :

BNK Capital Markets Limited

Duncan House, 31 Netaji Subhas Road,

Kolkata- 700 001

I/we.....the holder (s) of the securities particulars of which are given here under, do not wish to nominate any person (s) in whom shall vest, all the rights in respect of such securities in the event of my/our death.

PARTICULARS OF THE SECURITIES (in respect of which nomination is being opted out)

| Nature of Securities | Folio No. | No. of Securities | Certificate No. | Distinctive No. |
|----------------------|-----------|-------------------|-----------------|-----------------|
| | | | | |

I/ we understand the issues involved in non-appointment of nominee(s) and further are aware that in case of my/our death, my/our legal heir(s)/ representative(s) are required to furnish the requisite documents /details, including, Will or documents issued by the Court like Decree or Succession Certificate or Letter of Administration / Probate of Will or any other document as may be prescribed by the competent authority, for claiming my / our aforesaid securities.

Name(s) and Address of Security holders(s)

Signature(s)

Sole /First Holder Name

Second Holder Name

Third Holder Name

| Name and Address of Witness | Signature |
|-----------------------------|-----------|
| | |

Form No. SH-13 Nomination Form

[Pursuant to section 72 of the Companies Act, 2013 and rule 19 (1) of the Companies (Share Capital and Debentures) Rules 2014]

To

Name of the company:

Address of the company:

I/We.....the holder(s) of the securities particulars of which are given here-under wish to make nomination and do hereby nominate the following persons in whom shall vest, all the rights in respect of such securities in the event of my/our death.

(1) PARTICULARS OF THE SECURITIES (in respect of which nomination is being made)

| Nature of Securities | Folio No. | No. of Securities | Certificate No. | Distinctive No |
|----------------------|-----------|-------------------|-----------------|----------------|
| | | | | |

(2) PARTICULARS OF NOMINEE/S—

- (a) Name:
- (b) Date of Birth:
- (c) Father's/Mother's/ Spouse's name:
- (d) Occupation:
- (e) Nationality:
- (f) Address:
- (g) E-mail id:
- (h) Relationship with the security holder:

(3) IN CASE NOMINEE IS A MINOR--

- (a) Date of birth:
- (b) Date of attainment in majority
- (c) Name of guardian:
- (d) Address of guardian:

Name:

Address:

Name of the Security

Holder (s)

Signature

Witness with
name and address

Form No. SH-14 Cancellation or Variation of Nomination

[Pursuant to sub-section (3) of section 72 of the Companies Act, 2013 and rule 19(9) of the Companies (Share Capital and Debentures) Rules 2014]

Name of the Company

I/We here by cancel the nomination(s) made by me/us in favor of (name and address of the nominee) in respect of the below mentioned securities

or

I/We hereby nominate the following person in place of as nominee in respect of the below mentioned securities in whom shall vest all rights in respect of such securities in the event of my/our death.

PARTICULARS OF THE SECURITIES (in respect of which nomination is being cancelled/varied)

| Nature of Securities | Folio No. | No. of Securities | Certificate No. | Distinctive No |
|----------------------|-----------|-------------------|-----------------|----------------|
| | | | | |

(2) (a) PARTICULARS OF THE NEW NOMINEE:

- i. Name:
- ii. Date of Birth:
- iii. Father's/Mother's/Spouse's name:
- iv. Nationality:
- v. Address:
- vi. E-mailed:
- vii. Relationship with the Security holder:

(b) IN CASE NEW NOMINEE IS A MINOR--

- i. Date of Birth:
- ii. Date of attaining majority
- iii. Name of guardian:
- iv. Address of guardian:

Signature

Name of the Security Holder(s)

Witness with name and address

Name and Address of Witness